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ABSTRACT

The Project PRIMES (Progress Research in Meeting Elementary Standards) System examines elementary schools in light of minimum standards set by the Ohio State Department of Education. This evaluation instrument is divided into the following five sections: (1) Policies and Procedures, (2) School Records and Reports, (3) Instruction, (4) Statements of Philosophy and Objectives, and (5) Statutory Requirements. Respondents indicate the degree to which a stated condition exists in the schools and to what degree they think that condition should exist. Also included are a teacher questionnaire and a parent reaction form. (RC)

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ED110470

Project PRIMES

(Progress Research in Meeting Elementary Standards)

ESEA Title III

Instrument to Evaluate Standards I and II of the Minimum Standards for Ohio Elementary Schools: Statutory Requirements Organization and Administration

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TM 004 241

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DIRECTIONS

This instrument is divided into the following five sections:

Section I - Policies and Procedures
Section II - School Records and Reports
Section III - Instruction
Section IV - Statements of Philosophy and Objectives
Section V - Statutory Requirements

In each section of the instrument, the items are listed in the middle column.

The column to the left of the item column is headed with these words:

Does

This Condition Exist?

If you believe the condition stated in the item does exist, check the box in the response column which represents your feeling; e.g.,

Yes	No	Only To A Limited Degree	No Knowledge
☐	☐	☐	☐

The column to the right of the item column is headed with these words:

Should

This Condition Exist?

If you believe the condition stated in the item should exist, check the box in the response column which represents your feeling, e.g.,

Yes	No	Only To A Limited Degree	No Opinion
☐	☐	☐	☐

Does This Condition Exist?				Items:	Should This Condition Exist?			
Yes	No	Only To A Limited Degree	No Knowledge		Yes	No	Only To A Limited Degree	No Opinion
				Section I - Policies and Procedures				
☐	☐	☐	☐	1. The custodial service provided in this building is efficient and performance is consistent with the written policies of the board of education or corresponding governing body.	☐	☐	☐	☐
☐	☐	☐	☐	2. In this building, a system for the periodic evaluation of the custodial services has been developed and is used.	☐	☐	☐	☐
☐	☐	☐	☐	3. A handbook, guide, or similar publication has been developed in this school system which describes the responsibilities of the principal.	☐	☐	☐	☐
☐	☐	☐	☐	a. school principals were given the opportunity to contribute to the development of the policies contained in this handbook or guide.	☐	☐	☐	☐
☐	☐	☐	☐	4. Teachers, support staff, and the principal are involved in both the formation as well as the implementation of building policies and procedures.	☐	☐	☐	☐
☐	☐	☐	☐	5. Policies and procedures for this building are reviewed cooperatively by teachers, support staff and the school principal, and recommendations for revisions are accepted for consideration.	☐	☐	☐	☐

Does This Condition Exist?				Items:	Should This Condition Exist?			
Yes	No	Only To A Limited Degree	No Knowledge		Yes	No	Only To A Limited Degree	No Opinion
				Section II - School Records and Reports				
☐	☐	☐	☐	1. A filing system exists in this building which provides for an efficient and orderly organization of records and reports.	☐	☐	☐	☐
☐	☐	☐	☐	2. All reports required by the State Board of Education are transmitted by the required date.	☐	☐	☐	☐
				3. The following materials are included in the school files:				
☐	☐	☐	☐	a) pupil records	☐	☐	☐	☐
☐	☐	☐	☐	b) personnel data	☐	☐	☐	☐
☐	☐	☐	☐	c) emergency information for both pupils and the staff	☐	☐	☐	☐
☐	☐	☐	☐	d) order and inventories of instructional materials and equipment	☐	☐	☐	☐
☐	☐	☐	☐	e) in-service planning records	☐	☐	☐	☐
☐	☐	☐	☐	f) staff meeting agendas and minutes	☐	☐	☐	☐
☐	☐	☐	☐	g) test information	☐	☐	☐	☐
☐	☐	☐	☐	h) self-appraisal studies	☐	☐	☐	☐
☐	☐	☐	☐	i) attendance reports	☐	☐	☐	☐
☐	☐	☐	☐	j) copies of reports sent to the Administrative office and the State Department of Education.	☐	☐	☐	☐

Does This Condition Exist?				Items:	Should This Condition Exist?			
Yes	No	Only To A Limited Degree	No Knowledge		Yes	No	Only To A Limited Degree	No Opinion
				School Records and Reports (Cont'd)				
☐	☐	☐	☐	4. When a child transfers (either within this school system or to another school system), pertinent pupil information is forwarded to the principal of the receiving school.	☐	☐	☐	☐
				5. The following information is included in the materials package sent to the receiving school: (see item number 4)				
☐	☐	☐	☐	a) the level of school assignment (grade level, special class, etc.)	☐	☐	☐	☐
☐	☐	☐	☐	b) personal data	☐	☐	☐	☐
☐	☐	☐	☐	c) health information	☐	☐	☐	☐
☐	☐	☐	☐	d) standardized test results	☐	☐	☐	☐
☐	☐	☐	☐	e) academic progress (grade card and/or written summary of progress by teacher	☐	☐	☐	☐
☐	☐	☐	☐	f) attendance records	☐	☐	☐	☐

Does This Condition Exist?				Items:	Should This Condition Exist?			
Yes	No	Only To A Limited Degree	No Knowledge		Yes	No	Only To A Limited Degree	No Opinion
				School Records and Reports (Cont'd)				
				6. When a child transfers from this school, the parents are given the following materials:				
☐	☐	☐	☐	a) up-to-date progress report (grade card and/or written report by teachers)	☐	☐	☐	☐
☐	☐	☐	☐	b) a duplicate of the immunization and health records	☐	☐	☐	☐
				7. Files are maintained in this building which contain the following contemporary information for each professional staff member:				
☐	☐	☐	☐	a) certification status	☐	☐	☐	☐
☐	☐	☐	☐	b) transcripts of course work	☐	☐	☐	☐
☐	☐	☐	☐	c) records of inservice participation	☐	☐	☐	☐
☐	☐	☐	☐	d) a service record showing dates of employment	☐	☐	☐	☐
☐	☐	☐	☐	e) mention of special accomplishments awards and talents	☐	☐	☐	☐
☐	☐	☐	☐	f) currently posted emergency information (relative or doctor to be notified in case of illness or accident)	☐	☐	☐	☐

Section III - Instruction

Does This Condition Exist?					Should This Condition Exist?			
	Yes	No	Only To A Limited Degree	No Knowledge	Yes	No	Only To A Limited Degree	No Opinion
1. Committees of elementary and secondary representatives (teachers, principals, etc.) plan together so that all aspects of the educational program are continuous and sequential.	☐	☐	☐	☐	☐	☐	☐	☐
2. For the most part, teachers in this building use large and small blocks of time instead of periods of equal length to accommodate the nature of the learning tasks.	☐	☐	☐	☐	☐	☐	☐	☐
3. A directed physical education program is in effect for the pupils within this school.	☐	☐	☐	☐	☐	☐	☐	☐
4. Consistent efforts are made to minimize interruptions which cause loss of study and instructional time.	☐	☐	☐	☐	☐	☐	☐	☐
5. Regularly scheduled interscholastic athletic contests are discouraged by this school's professional staff.	☐	☐	☐	☐	☐	☐	☐	☐
6. This school's instructional program provides remedial help in the curriculum areas of mathematics and reading.	☐	☐	☐	☐	☐	☐	☐	☐

Does This Condition Exist?				Instruction (Cont'd)	Should This Condition Exist?			
Yes	No	Only To A Limited Degree	No Knowledge		Yes	No	Only To A Limited Degree	No Opinion
☐	☐	☐	☐	7. Teachers provide many enrichment experiences and activities for children in several areas of the instructional program.	☐	☐	☐	☐
☐	☐	☐	☐	8. A complete elementary grade sequence (k-6), with fully certificated teachers for all levels, is operational in this school.	☐	☐	☐	☐

Does This Condition Exist?				Items:	Should This Condition Exist?			
Yes	No	Only To A Limited Degree	No Knowledge		Yes	No	Only To A Limited Degree	No Opinion
				Section IV - Statements of Philosophy and Objectives				
☐	☐	☐	☐	1. The Board of Education (or corresponding body) has adopted a written statement of philosophy and purposes for elementary schools under their jurisdiction.	☐	☐	☐	☐
☐	☐	☐	☐	2. This elementary school has a written statement of educational philosophy.	☐	☐	☐	☐
☐	☐	☐	☐	3. This school's educational philosophy appears in at least one school-produced information publication.	☐	☐	☐	☐
☐	☐	☐	☐	4. Each teacher in the building has been given a copy of the school's educational philosophy.	☐	☐	☐	☐
☐	☐	☐	☐	5. Teachers, new to this building, are given an orientation session which includes an interpretation of the school philosophy.	☐	☐	☐	☐
☐	☐	☐	☐	6. Teachers are encouraged to implement the school philosophy by writing objectives to guide their teaching-learning situations.	☐	☐	☐	☐

Does This Condition Exist?				Items:	Should This Condition Exist?			
Yes	No	Only To A Limited Degree	No Knowledge		Yes	No	Only To A Limited Degree	No Opinion
				Section V - Statutory Requirements				
☐	☐	☐	☐	1. All reports requested by the State Department of Education are prepared and transmitted by the specified deadline.	☐	☐	☐	☐
☐	☐	☐	☐	2. The school day consists of at least five hours (exclusive of lunch) which may include up to 30 minutes of recess periods.	☐	☐	☐	☐
				3. The course of study in this school includes the following subjects:				
☐	☐	☐	☐	a. Reading	☐	☐	☐	☐
☐	☐	☐	☐	b. Writing	☐	☐	☐	☐
☐	☐	☐	☐	c. Spelling	☐	☐	☐	☐
☐	☐	☐	☐	d. Oral English	☐	☐	☐	☐
☐	☐	☐	☐	e. Written English	☐	☐	☐	☐
☐	☐	☐	☐	f. Literature	☐	☐	☐	☐
☐	☐	☐	☐	g. Geography	☐	☐	☐	☐
☐	☐	☐	☐	h. U. S. History	☐	☐	☐	☐
☐	☐	☐	☐	i. Ohio History	☐	☐	☐	☐
☐	☐	☐	☐	j. U. S. Government	☐	☐	☐	☐
☐	☐	☐	☐	k. Mathematics	☐	☐	☐	☐
☐	☐	☐	☐	l. Natural Science	☐	☐	☐	☐

Does This Condition Exist?				Statutory Requirements (Cont'd)	Should This Condition Exist?			
Yes	No	Only To A Limited Degree	No Knowledge		Yes	No	Only To A Limited Degree	No Opinion
☐	☐	☐	☐	m. Health	☐	☐	☐	☐
☐	☐	☐	☐	n. Physical Education	☐	☐	☐	☐
☐	☐	☐	☐	o. Fine Arts	☐	☐	☐	☐
☐	☐	☐	☐	p. Music	☐	☐	☐	☐
☐	☐	☐	☐	q. First Aid	☐	☐	☐	☐
☐	☐	☐	☐	r. Safety	☐	☐	☐	☐
☐	☐	☐	☐	s. Fire Prevention	☐	☐	☐	☐
				4. Students are admitted to this school <u>after</u> written evidence is presented showing immunization against the following diseases:				
☐	☐	☐	☐	a. Poliomyelitis	☐	☐	☐	☐
☐	☐	☐	☐	b. Small Pox	☐	☐	☐	☐
☐	☐	☐	☐	c. Rubeola	☐	☐	☐	☐
☐	☐	☐	☐	d. Diphtheria	☐	☐	☐	☐
☐	☐	☐	☐	e. Rubella	☐	☐	☐	☐
☐	☐	☐	☐	f. Pertussis	☐	☐	☐	☐
☐	☐	☐	☐	g. Tetanus	☐	☐	☐	☐

Does This Condition Exist?				Statutory Requirements (Cont'd)	Should This Condition Exist?			
Yes	No	Only To A Limited Degree	No Knowledge		Yes	No	Only To A Limited Degree	No Opinion
☐	☐	☐	☐	5. The United States flag is displayed over, near or within the school during each day school is in session.	☐	☐	☐	☐
☐	☐	☐	☐	6. If this school receives more than $50.00 a year through a student activity program, the monies are paid into an activity fund established by the local board of education.	☐	☐	☐	☐
☐	☐	☐	☐	7. This school is open for instruction at least 180 days a year unless this requirement is waved by the state Superintendent of Public Instruction.	☐	☐	☐	☐
				8. A membership record is kept by grade level which shows the following information for each pupil:				
☐	☐	☐	☐	a. Name of Pupil	☐	☐	☐	☐
☐	☐	☐	☐	b. Birthdate	☐	☐	☐	☐
☐	☐	☐	☐	c. Name of Parent	☐	☐	☐	☐
☐	☐	☐	☐	d. Date Entered School	☐	☐	☐	☐
☐	☐	☐	☐	e. Date Withdrawn From School	☐	☐	☐	☐
☐	☐	☐	☐	f. Days Present	☐	☐	☐	☐
☐	☐	☐	☐	g. Days Absent	☐	☐	☐	☐
☐	☐	☐	☐	h. Number of days school was open while the pupil was enrolled.	☐	☐	☐	☐

Does This Condition Exist?				Statutory Requirements (Cont'd)	Should This Condition Exist?			
Yes	No	Only To A Limited Degree	No Knowledge		Yes	No	Only To A Limited Degree	No Opinion
				9. At the end of each school year, membership records show:				
☐	☐	☐	☐	a. Total Days Present	☐	☐	☐	☐
☐	☐	☐	☐	b. Total Days Absent	☐	☐	☐	☐
☐	☐	☐	☐	c. Total days due for all pupils in all grades	☐	☐	☐	☐
☐	☐	☐	☐	10. The entrance age for children to this school is six years of age by September 30th or admission by early entrance testing.	☐	☐	☐	☐
☐	☐	☐	☐	11. This school is inspected semi-annually by the Board of Health to evaluate sanitary conditions.	☐	☐	☐	☐
☐	☐	☐	☐	12. Fire drills are conducted in this school at least once a month.	☐	☐	☐	☐

Evaluation of Standards I and II:
Organization and Administration
Statutory Requirements

Teacher Questionnaire

1. How would you rate the overall custodial services provided in this school?

Excellent _____

Good _____

Average _____ (Please Check)

Fair _____

Poor _____

2. Do teachers in your building have a handbook, guide, or similar publication which outlines school policies, procedures and responsibilities?

Yes _____ No _____

If you answered "no," do you feel that such a handbook would be useful?

Yes _____ No _____

3. Do you feel that teachers in your building have adequate input into the formation of building policies and procedures?

Yes _____

No _____

Only to a limited degree _____

No Opinion _____

4. Are school policies and procedures reviewed cooperatively by teachers, support staff and the school principal for possible revisions?

Yes _____

No _____

Only to a limited degree _____

No Opinion _____

5. To your knowledge, do committees of elementary and secondary representatives (teachers, principals, counselors, etc.) plan together so that all aspects of the school program are continuous and sequential?

   Yes _____

   No _____

   Don't Know _____

6. Which of the following two time management plans do you use for instruction in the classroom?

   _____ a. Large and small blocks of time

   _____ b. Periods of equal length

7. What are some of the efforts you make to minimize interruptions of study and instructional time in your classroom?

   a. _____

   _____

   _____

   b. _____

   _____

   _____

8. Do you have a copy of the school's philosophy on education?

   Yes _____ No _____

9. Did you help in the writing and/or revision of this philosophy?

   Yes _____ No _____

10.

Subjects	Please check those subjects which you teach in your classroom.	Please check those subjects in which you provide remedial help for student.	Please check those subjects in which you provide enrichment lessons or experiences for students.
Reading			
Writing			
Spelling			
Oral English			
Written English			
Literature			
Geography			
U. S. History			
Ohio History			
U. S. Government			
Mathematics			
Natural Science			
Health			
Physical Education			
Fine Arts			
Music			
First Aid			
Safety			
Fire Prevention			

PARENT REACTION FORM

The following questions relate to the organization and administration of this school. Your opinion will be most valuable to the staff in evaluating this aspect of our school program.

1. How would you rate the <u>outside</u> appearance of the school and grounds?

(Check one)

- excellent ☐
- good ☐
- average ☐
- fair ☐
- poor ☐
- no opinion ☐

Specific Comment or Suggestion for Improvement

2. How would you rate the <u>inside</u> appearance of the school building?

(Check one)

- excellent ☐
- good ☐
- average ☐
- fair ☐
- poor ☐
- no opinion ☐

Specific Comment or Suggestion for Improvement

3. Have you read this school's philosophy of education?

Yes ☐
No ☐
Can't Remember ☐

4. Would you like a copy of this philosophy?

Yes ☐
No ☐

5. How would you rate the quality of instruction which your child(ren) receives in these subject areas:

Reading

Excellent ☐
Good ☐
Average ☐
Fair ☐
Poor ☐
No Opinion ☐

Mathematics

Excellent ☐
Good ☐
Average ☐
Fair ☐
Poor ☐
No Opinion ☐

Science

Excellent ☐
Good ☐
Average ☐
Fair ☐
Poor ☐
No Opinion ☐

Social Studies

Excellent ☐
Good ☐
Average ☐
Fair ☐
Poor ☐
No Opinion ☐

Physical Education		Art	
Excellent	☐	Excellent	☐
Good	☐	Good	☐
Average	☐	Average	☐
Fair	☐	Fair	☐
Poor	☐	Poor	☐
No Opinion	☐	No Opinion	☐

Specific comments or suggestions for improvement in these subject areas or others not listed: